



# CITY OF MEDINA

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**Date:** January 8, 2024

**To:** Honorable Mayor and City Council

**From:** Stephen R. Burns, City Manager

**Subject:** City Manager Report

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- In 2023, the City Council identified six goals and priorities for staff to work on. Below is the final status of those goals.
- Create a clear timeline and protocols for Council projects to include no new code without an enforcement plan.
    - *The Medina Council approved the final draft at the December 11, 2023, Medina Council Meeting. **Complete.***
  - Strategy for creative revenue sources, relook at fine structure and compare or calibrate with other cities.
    - *Development Services Director Steve Wilcox provided an update to the City Council on February 27, 2023, covering short-term and long-term budget outlook and stabilization for Development Services. **Ongoing.***
  - Implement a full HR system that covers employee lifecycle.
    - *Finance/HR Director Ryan Wagner is continuing to work with the city's vendor ADP on the draft Human Resource Manual. The manual will ensure the City is meeting all HR requirements. City staff are reviewing the initial draft and will be bringing the manual to Council in the first quarter of 2024. **In progress.***
  - Add each department's business lines and service levels on the website.
    - *In the first week of June, Central Services Director Aimee Kellerman, worked with staff and has included business lines and service levels on the city website – under “Know Your Government” - [Check Out Your Local Government and the Services We Provide | Medina Washington \(medina-wa.gov\)](http://www.medina-wa.gov). **Complete.***
  - Research and develop a plan for undergrounding utilities; and
    - *Public Works Director Ryan Osada provided an update to the Council at the April 24, 2023, City Council Meeting.*
  - Research available options for reducing ghost homes.

- *City Attorney Scott Missall presented a report to the Council at the October 23, 2023, Council Meeting. Medina City Council members will continue to individually research ways to address this issue. **Ongoing.***
- City Staff has started working on a Council Retreat that will be held in the first quarter of 2024. Council will have the opportunity to provide staff with their goals and priorities for 2024 and 2025.
- The City of Medina along with the Points Communities of Clyde Hill, Hunts Point, and Yarrow Point are in discussions with WSDOT over the maintenance responsibilities of SR 520 rights-of-way. Jack McCullough is representing the Points Community in working with WSDOT to resolve this matter.
- Contract City Attorney Scott Missall retired at the end of December 2023 after five and a half years in Medina. The City sent out a request for proposals at the end of 2023 and will be interviewing potential firms in January 2024.
- Bellevue Fire Report – See Attached.
- 2024 City Council Calendar – See Attached.